

FILED: *Records 4-2*
RETURN TO
RECORDS MANAGEMENT DIVISION

10 September 1956

MEMORANDUM FOR THE RECORD

SUBJECT: Status of Records Management Program in the
Office of the Comptroller

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1. On the 6 of September, Mr. Saunders, the Comptroller, OKv□T u□□ requested that I meet with him as soon as possible to discuss the content and intent of Mr. [REDACTED] memorandum dated 10 August, entitled "Records Management".

2. I spent approximately 2 hours with Mr. Saunders discussing the objectives of the overall Agency program and specifically those items which I felt needed to be completed in the Office of the Comptroller. These were as follows:

a. A current inventory of records throughout the Office of the Comptroller is essential. This should include a description of the records, their arrangement, inclusive dates, volume (cu.ft.), disposition instructions, and an inventory of filing equipment.

b. A more adequate description of vital materials being deposited in the repository and an indication as to frequency of deposit and disposition instructions.

c. Continue the analysis and control of administrative reports with the ~~exception~~ *of* eliminating, consolidating and reducing the frequency of reporting.

d. More time and attention should be devoted to forms work.

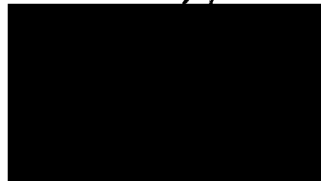
e. Install Agency filing system throughout Office of the Comptroller.

3. Mr. Saunders expressed his regret that they had not been able to accomplish more in the records management field. He felt that this was due to shortage of personnel throughout the Office of the Comptroller which, in turn, was reflected in difficulty the area records officer had in getting operating officials to accept and carry out many of the principles of records management which he endorses. Mr. Saunders indicated that he was in agreement with all

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the observations that had been made to him and would see that my suggestions were carried out. He does not feel, however, that the area records officer can at this time assume any more responsibility with respect to forms work. In this connection, he is a firm believer in central control over agency forms.

OKvX"u 4. I proposed to Mr. Saunders that a representative from the Records Management Staff work with his area records officer in accomplishing the items listed under paragraph 2. He seemed interested in this and said that he would advise me when he wanted to take advantage of this officer.



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